

Small Heath School & Sixth Form Centre

Job Title : Teacher

Name:

Salary Grade:

Responsible to: Headteacher

Line Manager:

(Note that this job description may be amended in the light of any review of teacher standards and their agreement by the professional associations)

Core purpose:

To implement and deliver a broad, balanced, relevant and differentiated curriculum for pupils and students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of pupils and students as a teacher/Form Tutor.

To facilitate and encourage a learning experience which provides pupils and students with the opportunity to achieve their individual potential.

To contribute to raising standards of pupil and student attainment.

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Key Professional Responsibilities

- **Strategic direction and development**

To assist in the planning and development of appropriate syllabuses, resources, schemes of work and learning and teaching policies in the curriculum area and team.

To contribute to the curriculum area and team development plan and its implementation.

To plan and prepare courses and lessons

To contribute to whole school planning activities

- **Curriculum Provision**

To assist the Team Leader and the Head's Team, to ensure that the curriculum area provides a range of teaching strategies which complements the school's strategic objectives.

- **Curriculum Development**

To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of the pupils and students, examining and awarding bodies and the school's Mission Statement.

- **Staff Development/Recruitment and deployment of staff**

To take part in the school's staff development programme by participating in arrangements for further training and professional development

To continue personal development in the relevant areas including subject knowledge and teaching methods.

To actively engage in Performance Management.

To ensure the effective/efficient deployment of support colleagues.

To work as a member of a team and to contribute to the positive and collegiate working relationships of the school family.

- **Quality Assurance**

To contribute to the process of monitoring and evaluation of the curriculum area/team in line with agreed school procedures, including evaluation against quality standards and performance criteria

To review methods of teaching and programmes of work.

To take part, as may be required, in the review, development and leadership of activities relating to the curriculum, organisation and pastoral functions of the school.

- **Information Management**

To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.

To supply the relevant information to assist in the tracking of pupil and student progress.

To track pupil and student progress and use information to inform teaching and learning.

- **Communication**

To communicate effectively with the parents of pupils and students as appropriate.

Where appropriate, to communicate and co-operate with persons or bodies outside the school.

To follow agreed policies for communications in the school.

- **Marketing and liaison**

To take part in activities such as Open Evenings, Parents Evenings and Collegiate/ Partner School activities.

To contribute to the development of effective subject links with external agencies.

- **Management of Resources**

To contribute to the process of the ordering and allocation of equipment and materials.

To assist the Team Leader to identify resource needs and to contribute to the effective/efficient use of physical resources.

To co-operate with other colleagues to ensure sharing and effective usage of resources to the benefit of the pupils and students, the team and the school.

- **Pastoral System/Inclusion**

To be a Form Tutor to an assigned group of pupils/students.

To promote the general progress and well-being of individual pupils/students and of the Tutor group as a whole.

To liaise with a Year Leader to ensure the implementation of the school's Pastoral System.

To register pupils/students, accompany them to assembly, encourage their punctuality and full attendance at lessons and their participation in other aspects of school life.

To evaluate and monitor the progress of pupils/students and keep up-to-date records through the tutorial and profiling programmes.

To contribute to the preparation of Action Plans and progress files and other reports.

To alert the appropriate colleagues to problems experienced by pupils/students and make recommendations as to how these may be resolved.

To communicate as appropriate, with the parents of pupils/students and with persons or bodies outside the school concerned with the welfare of individual pupils/students, after consultation with the appropriate staff.

To contribute to the Personal Development Curriculum, WRL and Enterprise and Enrichment programme according to school policy.

To adhere to policies and follow guidance laid down in the Behaviour for Learning Framework.

- **Teaching**

To undertake a designated programme of teaching which delivers personalised approaches to learning.

To ensure a high quality learning experience for pupils/students which meets internal and external quality standards.

To use a variety of delivery methods and tasks which will stimulate learning appropriate to pupil/student needs and demands of the syllabus

To set and mark appropriate work to be carried out by the pupil/student in school and elsewhere.

To assess, record and report on the attendance, progress, development and attainment of pupils/students and to keep such records as the school requires.

To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils/students and groups of pupils/students.

To ensure that Literacy, ICT/E-Learning, Numeracy, and school subject specialism(s) are reflected in the learning/teaching experience of pupils/students.

To prepare and update subject materials.

To promote a love of learning and maintain discipline in accordance with the school's procedures and to encourage excellent practice with regard to punctuality, behaviour, standards of work and homework.

To undertake assessment of pupils/students as requested by external examination bodies, team and school procedures.

To mark, grade and give written/verbal and diagnostic feedback, giving clear guidance for future progress, in accordance with school policy.

To ensure that targets are set for all pupils/students in line with the school's Target Setting and Tracking Policy.

- **Safeguarding children**

To actively promote and be responsible for safeguarding the welfare of pupils and students you are responsible for, or come into contact with.

- **Other Specific Duties**

To play a full part in the life of the school family, to support its distinctive mission and ethos and to encourage colleagues and pupils/students to follow this example.

To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

To set appropriate work for classes for a known absence.

To undertake any other duty as specified by STPCB not mentioned.

Signatures:

Signed.....

Signed.....

Dated.....
(Teacher)

Dated.....
(Headteacher)